

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING PLANS EXAMINER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Plans Examiner is the fifth level in a five level Plans Examiner series. Incumbents are responsible for supervising staff engaged in the enforcement of pertinent codes, ordinances, and regulations related to fire, life and health safety requirements, accessibility standards, and structural elements of construction for public or private building projects permitted within the City of Fresno.

The Supervising Plans Examiner is distinguished from the Professional Plans Examiner by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|--------------|
| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Supervises the daily operation in assigned administrative support area, which includes; planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
25% |
| 3. | Supervises and implements field inspection operations, ensuring the coordination of activities between plan check staff and field inspectors for project construction and code compliance. | Daily
20% |
| 4. | Supervises and participates in scheduling projects and providing advisement on building code interpretations; provides clarification to internal departments on division policies and procedures. | Daily
15% |
| 5. | Provides customer and interdepartmental service for major and City-supported projects. | Daily
10% |
| 6. | Oversees and participates in the maintenance of applicable automated systems utilized in permit processing, electronic document imaging, and recordkeeping. | Daily
5% |

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING PLANS EXAMINER

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
8.	Prepares written code interpretations for the enforcement of applicable building codes, standards, and regulations related to fire, life, and health safety requirements, accessibility standards, and structural elements of construction for public and private projects.	Monthly 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Engineering, Architecture, Construction Management, or a related field and four years experience as a City of Fresno Senior or Professional Plans Examiner;
- OR
- Licensure as an Architect or Engineer in the State of California and two years of progressively responsible supervisory experience in architecture, engineering, construction, code enforcement, permit or plan review, inspection or a related field are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional qualifying experience may be substituted for the required education on a year for year basis.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Must possess and maintain certification in related field by IAMPO, ICC, IAEE or recognized association, or, Registration as a Professional Engineer (PE) in the State of California; or, Licensure as an Architect in the State of California

FRESNO, CALIFORNIA

CLASS SPECIFICATION

SUPERVISING PLANS EXAMINER

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Customer service policies, principles and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Advanced structural engineering principles
- Architecture principles
- Project management principles and practices
- Complex electrical, mechanical, and plumbing systems associated with buildings and structures
- Practices utilized in the design and construction of residential, commercial, and industrial building occupancies and accessory structures
- Computers and applicable software and database systems
- Building and construction trades, methods, principles, practices and techniques
- Mathematical concepts
- Principles, policies, practices and operations in assigned area of responsibility

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Providing customer services
- Preparing and performing mathematical calculations
- Reading and interpreting building plans, blueprints, drawings, and/or other technical documents
- Managing automated planning systems and recordkeeping systems
- Managing projects
- Mediating difficult and hostile situations and individuals
- Conducting complex technical inspections, including field inspections
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

FRESNO, CALIFORNIA

CLASS SPECIFICATION

SUPERVISING PLANS EXAMINER

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008